

**CITY OF TIGARD
PLANNING COMMISSION
Meeting Minutes
March 20, 2006**

1. CALL TO ORDER

Vice-President Munro called the meeting to order at 6:59 p.m. The meeting was held in the Tigard Civic Center, Red Rock Creek Conference Room, at 13125 SW Hall Blvd.

2. ROLL CALL

Commissioners Present: Vice-President Munro, Commissioners Buehner, Caffall (arrived late), Duling, Haack, Inman, Meads, and Walsh

Commissioners Absent:

Staff Present: Tom Coffee, Director of Community Development; Dick Bewersdorff, Planning Manager; Barbara Shields, Planning Manager; Beth St. Amand, Senior Planner; Jerree Lewis, Planning Commission Secretary

3. ELECTION OF PLANNING COMMISSION PRESIDENT

It was decided to hold the vote until Commissioner Caffall arrives. Vice-President Munro said that if the Commission is unable to reach a decision, she would agree to continue as acting President until the Planning Commission vacancy is filled and the new Commissioner has attended a few meetings.

4. COMMUNICATIONS AND COMMITTEE REPORTS

The Commission will meet on April 3rd for a public hearing on the Wall Street extension; they will meet April 17th to discuss buildable lands and incorporation of cities.

- Planning Commission Appointment to Transportation Financial Strategies Task Force – after Commissioner Caffall arrived, he agreed to serve on this Task Force.

Commissioner Buehner reported on the Transportation Financial Strategies Task Force. They are currently working on the 99W/Hall intersection and the grant for the 99W study. They are proposing a gas tax which may come to Council.

Commissioner Buehner also reported on the City Center Advisory Commission. They decided on recommendations for the Burnham Street projects and had some suggestions for major revisions to the Transportation System Plan, e.g., the bike plan.

Commissioner Meads advised that the Park and Recreation Advisory Board is moving ahead on forming an organized recreational program for Tigard. They will ask Council for staff funding to do studies. There may be a bond measure in the future. Regarding the purchase of park land, the City will approach people who have property of interest to the Board to see if there are any willing sellers. Meads said she had read that the lease on Potso Dog Park goes thru 2012. In the meantime, the City is looking for other sites for another dog park.

Commissioner Duling reported on the Committee for Citizen Involvement. She said at their last meeting, they met with the principals from Fowler Middle School and Metzger Elementary School to discuss public involvement in local schools. They also had a neighborhood program update from Liz Newton. The School Board encourages linking the neighborhood program to the schools. Each neighborhood will have their own web page at some point.

Commissioner Haack advised that the Tree Board has 2 nominations for recognition of being a "Heritage Tree". One is on property being considered for development. The developer is considering reducing the size of one of the houses to preserve the tree. The Tree Board also discussed the trees in the Costco parking lot. The store was built 12 yrs ago and had a condition that the trees would have a 35% canopy by year #20. The City Arborist estimates it to be 1% in year #12. The Tree Board will research what options Costco may have to re-engineer their parking lot or do something else.

Haack asked about the development on SW North Dakota where 8 major trees that were supposed to be saved were cut down. Dick Bewersdorff advised that this was a big mistake. The contractor was given the wrong set of plans. Bewersdorff said the developer would be fined \$500, plus pay \$24,000 for mitigation, and give us an assessment for the value of the trees.

5. COMPREHENSIVE PLAN UPDATE – PUBLIC INVOLVEMENT PROGRAM

Planning Manager Barbara Shields advised that the public involvement process will comply with the current Comprehensive Plan. Senior Planner Beth St. Amand handed out a revised chart listing tasks and completion dates (Exhibit A). She advised that the current Comprehensive Plan includes having the Committee for Citizen Involvement (CCI) review the public involvement program. She met with the CCI in February and they provided comments to her. The Planning Commission will act as the steering committee for the update. The PC work sessions will be public work sessions; some sessions will be for public comment.

St. Amand said there are three different ways to approach the citizen involvement:

1. Provide information – make sure everyone knows what’s going on, when the meetings are, what the community can expect from this process, basic language
2. Outreach – how can we get out into the community; use the pilot program for the Neighborhood Program; tap into other board & committees
3. Involvement – public work sessions, interactive open houses to get input

There will be 6 topic areas and staff will develop a specific program for each.

St. Amand advised there will be a community attitude survey conducted every other year. The first survey will be a benchmark. One topic this year will be the Comprehensive Plan.

The Planning Commissioners had the following comments/suggestions:

- The information in the Oregonian and Times is not always accurate and never includes the agenda item.
- Look at going to the Chamber, Kiwanis, etc.
- How can we get a diversity of people here – maybe hold coffee talks.
- Give people a reason to care.
- Use e-mail for folks who don’t want to leave their home but want to participate.
- Consider a live workshop on cable access where people can call in.
- A 5 minute stream on the website.
- Contact neighborhood associations/homeowner’s associations.
- Use the SW weekly section of the Oregonian to keep it in front of people all the time, e.g., “Did you know?”.
- One of the biggest hurdles will be helping people see how will it impact them personally.
- Develop some “hook developing mechanisms” for bringing people in.

The Planning Commission agreed that the general structure of the proposed public involvement program fits with the Comprehensive Plan. The next Planning Commission meeting will be dedicated to discussing buildable lands.

VISITOR

Donya Wiland shared her thoughts with the Commission about living in Tigard. She is concerned about how much land is being ripped up for multiple housing. She has ideas for making Tigard a desirable place to live. She suggests giving tax breaks to people if they won’t sell/develop their property for 20 years. This will help to control traffic. Possibly, the loss in tax revenue could be made up by increasing taxes to others already in living here. She believes that if Tigard was more desirable, we could concentrate on the people who want to stay.

She referred to the City of Avalon. They allow x amount of people to live there, x amount

of cars on site, and there's a waiting list of people wanting to move there. For the Comprehensive Plan public outreach, she suggested putting flyers into grocery bags.

6. WORKSESSION WITH PLANNED DEVELOPMENT REVIEW COMMITTEE – RECOMMENDATION TO COUNCIL

Additional Planned Development Code Review Committee members in attendance: Sue Beilke, Alice Ellis-Gaut, John Frewing

Tom Coffee reported that when the Planning Commission had their joint meeting with Council, the issue of code revision was discussed. Council is anxious to see a product referred to them. Staff met with the Code Review Committee recently and brought everyone up to date on the status of the revisions. The Commission can review the recommendations and provide input. The Committee will have a worksession with Council on April 18th to discuss the recommendations. The Council will then decide if they would like to initiate an amendment.

Commissioner Buehner provided details for the 15 recommendations listed in her 3/9/06 memo to the Planning Commission [in the Commissioner's packet]:

- #1 – The toolbox will be streamlined.
- #2 – Should also look at implementing this in the subdivision code as well.
- #3 – The code section should read 18.350.050 B 3 (d)(e).
- Enact the purpose clause as written.
- #5 – May not be feasible because of 120 day rule.
- #6 – The Committee came up with more classifications. More work needs to be done on this item.
- #7 – Sustainable development refers to storm water issues.
- #8 – Sometimes the application submitted to the City differs substantially from what was presented at the neighborhood meeting and those attending the meeting have no idea that changes have been made.
- #9 – Suggestions for developers going through the PD process.
- #10 – More work needs to be done on this.
- #11 – This also needs to be looked at in the Comp Plan – do we want to follow Metro's directives?
- #12 – Parcels can be downzoned to lower densities.
- #13 – Density bonuses should be earned – it should not be a presumption.
- #14 – This can't be done in the PD Code, but there is a side recommendation.
- #15 – This is an issue of guidelines to the developer, giving them more structure.

Buehner highlighted the side recommendations listed in her memo. Regarding #7, the

Committee wonders if there's a possibility of creating an Open Space Zone. Tom Coffee noted that rezoning of private property for open space would be considered a "taking". The current maps showing green open space only indicates designation of a resource (floodplain, wetland, etc.).

Regarding the last comments in her memo, Buehner said she agrees with the City Attorney about the overlay zone. She believes the code should be rewritten to make it less open to litigation.

Comments from the Planning Commissioners and Committee members:

- Has anyone looked into the impact on staff and Planning Commission with how the new process will work? Tom Coffee responded that the more steps added, the longer it takes for staff to process. On the other hand, these revisions may be more a function of the way staff addresses issues and writes their reports. Bewersdorff noted that if there is a separation between the conceptual plan and the detail plan, there may be 2-3 hearings for each case. Also, because of a longer processing time, costs and fees will increase. Separating the conceptual plan from the detail plan and having a third step of a zone overlay at the end may create three steps of appeals.
- The concern was raised as to whether this could all be done within the 120 day timeline.
- A concept may be easier to debate because it's more of a sketch. There may be more give and take than with a detail plan.
- This is a way to help the Commission become comfortable with the language and being trained. Also, expectations can be set for staff.
- The 120 day rule clock starts when the application is deemed complete. Using a toolbox, staff doesn't have to say an application is complete until they get something that looks like it might pass.
- Did the Committee discuss how to offset additional maintenance costs to the City for open space? Commissioner Buehner said the majority of the space will be open and will require minimal maintenance, plus Council would like to increase park and open space. Staff said maintenance will be an issue for parks staff. Sue Beilke suggested that voters may be willing to approve a park maintenance fee measure.
- Who defines the types of open spaces, e.g., conversion of natural area? Staff answered that it would be in the Parks Master Plan.

John Frewing referred to his e-mail to Tom Coffee (Appendix F). For comment D, he would like to have the applicant's intent supplemented with the requirement for them to state their view of the role of a homeowner's association in common area ownership and maintenance. For comment G, he would like to see that the approval criteria for both the conceptual plan and the detailed plan begin with the requirement that submission requirements have been met. For comment H, he would like to clarify that the Commission find that the items (various descriptions of what has to come in) are consistent with the

purpose of the section of the code. This ties the review back to the purpose. For comment P, he would like to retain the flexibility of the Planning Commission to require open space by adding back words of code section 18.350.100B.2.

Commissioner Buehner brought up the need for dedication of easements on private streets for people to be able to access public open space.

7. OTHER BUSINESS

Vice-President Munro advised that she had talked to Tom Coffee about training for the Commission. She also noted that there may be other areas in which the Commission could provide policy direction to Council.

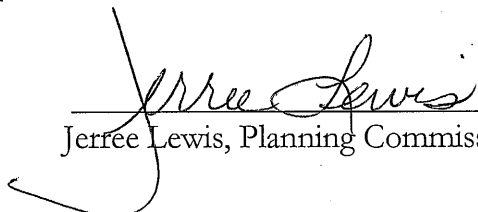
Tom Coffee briefed the Commission about the possibility of Walmart coming to Tigard. He said Walmart has not contacted any City official as of this date. However, Pactrust has held a pre-application meeting for a 220,000 square foot "big box" at Dartmouth and 72nd Ave. We do not know if the two are connected or not.

Commissioner Buehner advised that Gramar Development has proposed a new 180,000 Fred Meyer complex in the Beaverton quarry area, which is currently zoned for 50,000 maximum. They are asking for a zoning change to allow this. She thinks this issue may happen in Tigard.

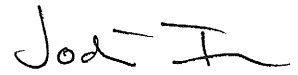
Election of Planning Commission President – Jodie Inman was elected as the new President.

8. ADJOURNMENT

The meeting adjourned at 9:10 p.m.



Jerree Lewis, Planning Commission Secretary



ATTEST: President Jodie Inman

Exhibit
A

ATTACHMENT 1

Public Participation Program																		
Phase 1 begins				Phase 2 begins				Phase 3 begins				Phase 4 begins				Phase 5		
April	May	June	July	Aug	Sep	Oct	Nov.	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep	Dec
1. Information																		
1.1 Get the Word Out																		
1.2. Set up News Network																		
Issue Press Releases																		
1.3 Make Materials Accessible																		
1.4 Produce Citywide updates																		
1.5 Maintain interested parties list																		
2. Outreach																		
2.1 Board/Committee updates																		
2.2. Neighborhood updates																		
2.3 Additional outreach																		
As needed																		
3. Involvement																		
3.1 Use Citizen Surveys																		
3.2. Tigard Beyond Tomorrow																		
3.3 Conduct Open House/Tours																		
3.4. Youth and Schools																		
3.5. PC Work Sessions																		
3.6 Council Updates																		
3.7 Public Hearings																		
3.8 CCI meetings																		